

CLARITY TRAINING SESSION FOR HMIS AGENCY ADMINISTRATORS

March 26th, 2019



AGENDA

1. Review key agency roles for HMIS purposes
2. Running reports from the Report Library
3. Analyzing data in Looker
4. Updates on major federal reports
5. Q&A

FOUR MAIN HMIS AGENCY CONTACTS/ROLES

- HMIS Agency Administrator (primary)
- Backup Agency Administrator
- Security Officer
- Billing Contact
- Key contacts can be updated online:
rtfhhsd.org/hmis/hmis-participating-agencies

Update HMIS Participating Agency Contacts

A few staff members at your agency play key roles in managing your organization's use of the HMIS and serve as main points-of-contact for RTFH on various HMIS issues. New agencies have to identify which staff members will play each of these roles and all agencies are asked to update the list of HMIS contacts on a regular basis.

Please review the HMIS-related roles described below, confer with your team and - once you have designated the most appropriate choice of staff member for each role - provide the name and contact information for the staff member at your agency who will serve in that role by filling out the form below.

If you have questions or would like guidance from RTFH on the best individual for each role, please email Support at support@rtfhhsd.org.

ROLE OF HMIS AGENCY ADMINISTRATOR

- Serve as primary contact and share info with staff
- Review HMIS P&P's and update agency P&P's
- Ensure all users are trained and understand expectations/responsibilities
- Notify RTFH of personnel changes
- Monitor for compliance with standards of confidentiality/data privacy and security
- Detect violations and respond to any violation reports
- Provide technical support

CHANGES IN RTFH ASKS OF ADMIN

- Approval of new trainees
 - Online registration for Clarity/HMIS New User Training sessions are open to anyone
 - Agency admins for each agency will be contacted following training to obtain approval for trainee being licensed and to confirm
 - Clarity/HMIS New User Training vs. CES Workflow in Clarity Training
- Program setup process
 - Grant/contract or some other funding document requested to set up new program

ROLE OF OTHER HMIS CONTACTS

- Backup Agency Administrator
 - Backup point-of-contact in case primary HMIS agency administrator cannot be reached
 - Should be someone familiar with HMIS
- Security Officer
 - Responsible for ensuring compliance with the security standards outlined in the HMIS Policies and Procedures.
- Billing Contact
 - Receives billing inquiries related to HMIS user license fees.

AGENCY ADMINISTRATOR VS. CLARITY MANAGER LICENSE

HMIS Agency Administrator

- Key contact/role that each agency must identify when it is first onboarded for HMIS purposes.
- Has duties/responsibilities related to agency's use of HMIS.

Clarity Manager License

- Type of user license that can be assigned to a user in Clarity
- Includes technical capabilities not included with standard Enterprise user license:
 - Access to data analysis tool, Looker
- Each agency in Clarity must have one manager.
- Costs for manager license > costs for Enterprise user license
- It's likely that agency administrator for each agency has a Manager license, but others may as well

ITEMS REVIEWED IN CLARITY TRAINING SITE

- See webinar for full idea of what was covered during this section
- Program Description information – review it and send us updates.
- Running reports from the Report Library
 - [BitFocus Support Section on Report Library](#)
 - Reports highlighted:
 - In HUD Reports folder:
 - APR – [HUDX-227] Annual Performance Report [Oct 2018] - We recommend you run it for a year time frame. [BitFocus article on APR.](#)
 - [HUDX-225] HMIS Data Quality Report
 - In Agency Management folder
 - [STFF-103] User Active Caseload
 - [STFF-104] Staff Client Data Activity Report
 - In Email Reports folder:
 - [DQXX-103] Monthly Staff Report
 - In Program-Based Reports:
 - [GNRL-106] Program Roster
- Analyzing data in Looker
 - [BitFocus Support Section on Looker](#)
 - We recommend using HMIS performance model for analyzing data on clients served by your programs.
 - We recommend using the Project Descriptor Model for information on staff, programs and agencies.

UPDATES ON FEDERAL REPORTS

- Housing Inventory Count (HIC)
 - Needs your input for beds
- Point in Time Count (PITC)
 - Needs your data for clients
- Longitudinal Systems Analysis (LSA)
 - Combines HIC and PITC (and other items)
- System Performance Measures
 - Takes key measures of entire system from all of the above

HOUSING INVENTORY COUNT (HIC)

- Counts beds in the CoC's region
 - Specifically on PIT night (1/24/19 - 1/25/19)
- Emails went out last week
 - Included asks and info:
 - Confirmation of bed counts
 - Confirmation of PIT counts
 - Gave instructions and a personal review for each agency
- Uses HMIS data for:
 - PIT Counts
 - Uses client data – this is your data entry
 - Bed counts
 - Updated by RTFH with your confirmation

POINT IN TIME COUNT (PITC)

- Sheltered Point in Time Count
 - **Only for ES, SH, TH programs**
 - Uses HMIS data to count active clients
 - Project start < PIT date (1/25/19) <= Exit Date
 - Must match HIC PIT Count for ES, SH, and TH programs
- Data Cleaning:
 - Minimal data cleaning needed
 - Double checking missing/refused/data not collected
- Non-HMIS
 - Spreadsheets already out
 - More projects? Not sure? Email HIC@rtfhhsd.org

LONGITUDINAL SYSTEMS ANALYSIS (LSA)

- The new AHAR (replaces)
- Brand new for 2018/19 year
- First LSA draft submission was in late 2018
- Government Shutdown extended timeline
 - Still working with HUD TA on cleaning data and preparing final report
 - You may receive an email for LSA data cleaning
 - These emails are extremely high priority for our community

Q & A